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ABSTRACT

During fiscal year 1989-90, Project Step Forward provided single parents and displaced homemakers in Elizabethtown, Kentucky, with information on available opportunities and assisted participants in raising their self-esteem. The project served 64 people through three 2-week, 40-hour workshops and an additional 151 people through mini-workshops and/or career assessment and counseling. Almost all workshop participants made decisions to pursue future education/training. A support group was established following each workshop so that local participants could continue to meet monthly. The project advertised extensively through community agencies, churches, newspapers, and radio and by posters and brochures. The project's success was largely due to its affiliation with the Lincoln Trail Regional Assessment Center or Career Connections, a joint effort of Vocational Education Region V and Elizabethtown Community College. Recommendations were for closer collaboration with the vocational schools, improved follow-up with workshop participants, and more publicity in rural areas. (In addition to the project report, other contents include participants' comments; three stories written by workshop participants; and sample registration, intake, outtake, and evaluation forms.) (YLB)

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ED340937

Annual Report

Single Parent/Homemaker

STEP FORWARD

Rosemary Wiseman
Project Director

Chris Buzbee
Project Coordinator

Vocational Education Region 5
505 University Drive
Elizabethtown, KY 42701

For the Fiscal Year 1989-1990

CE060188

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ANNUAL REPORT

STEP FORWARD: Single Parent/Homemaker Project

Rationale

There are many single parents and homemakers who feel the need to improve their education and training so that they can seek employment. Because of their responsibilities of managing the home and caring for children, many have not found time or finances available to upgrade their education and skills to seek employment in today's job market. Many have worked several years as full-time homemakers/caregivers and find it difficult to know where or how to begin furthering their education or seeking employment. A deeper problem of very low self-esteem is prevalent and few receive encouragement to pursue such goals. These people are the target group for Step Forward.

Single parents and homemakers have often become isolated from opportunities outside the home. The restraints of child-rearing (with or without a spouse), role stereotyping, economics and lack of education or training have made it difficult for single parents and homemakers to successfully make the transition into achieving personal goals, particularly in employment. There is a need for these persons to be educated about the opportunities in the community in education, training and employment. A greater need, which takes precedence, is to raise the individual's self-esteem and to guide her in attaining an assertive, positive attitude which is fundamental during this re-orientation to successful employment.

Objectives

The main objective of this project is for each participant not to fall victim to the restraints and stresses of the difficult role of single parent or homemaker. Instead, we intend to open many doors and provide enough information that she feels confident to begin working toward these personal goals.

It is important that Step Forward provides information on available opportunities, including nontraditional careers, and assists the individual in career assessment, career counseling, and goal setting so that success will be insured. Self-esteem is expected to increase as the person examines herself through presentations in areas such as: developing a positive attitude, time management, setting priorities, values clarification, nonverbal communication, building support systems, stress management, assertiveness training,

personal finance management, job readiness skills, resume preparation, entrepreneurship, parenting skills, vocational

school programs and college programs. The central theme will always be focused on the individual making a well-informed decision on personal goals and how to achieve these goals.

Activities/Accomplishments:

This was the first year for Step Forward as a project that included 40-hour workshops for single parents and homemakers. Sixty-four were served through three of these two-week workshops, and an additional 151 people were served through mini-workshops and/or career assessment and counseling. A total of 215 persons throughout the eight counties of Region 5 were served in various ways. (See Graph #1 for distribution of people served.) Five men and 210 women were served, and 199 white and 16 nonwhite persons were served.

Almost all of the workshop participants made decisions to pursue future education/training, although some did choose to seek employment. A support group was established following each workshop so that the local participants could continue to meet monthly in their area. Because of the newness of this project, few have completed training. We have recorded decisions made by each workshop participant and will carry these over into the next fiscal year for follow-up on their progress toward these educational/career decisions. (Refer to Graph #2 for a distribution of their selected goals.) Support groups will continue to meet and Step Forward will continue to provide encouragement and services where possible.

Services Provided

Career Connections has actively sought out single parents and homemakers to participate in several specialized programs throughout the eight counties of Region 5. We advertised extensively through community agencies, churches, newspapers, radio, by posters and brochures. Interagency meetings were held in each county so that local contacts would be familiar with the workshop agenda. The workshop addressed relevant topics (as mentioned in the objectives previously) through presentations, discussions, written activities, videos and counseling. Presentations were provided by staff members of Career Connections, faculty members of Elizabethtown Community College, counselors from the Elizabethtown and Nelson County Vocational-Technical Schools, and counselors from Communicare, Inc. Career Connections also provided career assessment, career counseling, career exploration, resume preparation, job

readiness and interviewing skills, parenting skills and helping your children in school. Tours were taken at ECC and the Vocational-Technical School, where the counselors explained to the workshop participants the programs available, financial aid and the process of applying for admission.

The first workshop was held at ECC in Elizabethtown (October 9-20, 1989), and 22 persons attended. The second workshop was held in Bardstown (April 9-20, 1990) with 16 attending. The last two-week workshop was held in Leitchfield (May 7-18, 1990); there were 26 participants. A total of 64 attended these two-week workshops. To encourage parents to attend, childcare was provided and transportation reimbursement was available. A total of 43 children were cared for during these workshops and 13 participants were reimbursed for travel expenses. At the close of each workshop, there was a significant increase in self-esteem. (Copies of the pre-self-esteem inventory and post self-esteem inventory are included in this report.) All workshop evaluations had only positive feedback. Comments from some of these workshop evaluations (along with the evaluation form) are included in this report. Support groups continue to meet for these participants. Many were referred to adult education programs, ECC, St. Catharine College, Western Kentucky, and Vocational-Technical Schools. Many of the workshop participants expressed tremendous satisfaction in being a part of Step Forward and the help received in setting personal goals for their future. Included in this report are three stories and a letter written by workshop participants. One story is written by someone who is now a student at ESVTS, one is a student at ECC and one is now employed. These express their journey through Step Forward and making an educational/career decision.

Step Forward also held several mini-workshops for parents of children in Head Start programs. These were one-session presentations on improving self-esteem and providing some information about the 40-hour workshop. Ten people participated in the mini-workshop in Hodgenville last October, and 36 people participated in the four mini-workshops held at the Parent-Child Center in Leitchfield. Several of these subsequently enrolled in the two-week workshops. Another mini-workshop was held at the state-wide Head Start Parents Convention in Louisville. Two sessions were held, with a total of 60 people attending the presentations on improving self-esteem and considering opportunities for education, skill training or employment. These participants were referred to the Single Parent/Homemaker Center in their region.

The success of this Single Parent/Homemaker Project in this region is largely due to its affiliation with the Lincoln Trail Regional Assessment Center, or Career

Connections. Many single parents and homemakers were served through our weekly assessments, counseling, job readiness training and referral. Several of these then registered for one of the workshops. Career Connections also provided career assessment, counseling, and exploration for Project Future, a class of pregnant teens located at the Mulberry-Helm Learning Center in Elizabethtown. The resources, staff and already established connections of the Regional Assessment Center provided Step Forward with an excellent base of operations. Likewise, Step Forward has brought many resources and connections for Career Connections.

Changes (Programmatic):

None.

Recommendations:

We would like to explore opportunities to work more closely with the vocational schools to increase awareness of Step Forward services to those who are students and to provide more referrals to vocational and technical programs offered at these schools. More information is needed throughout the region about the programs offered at these institutions.

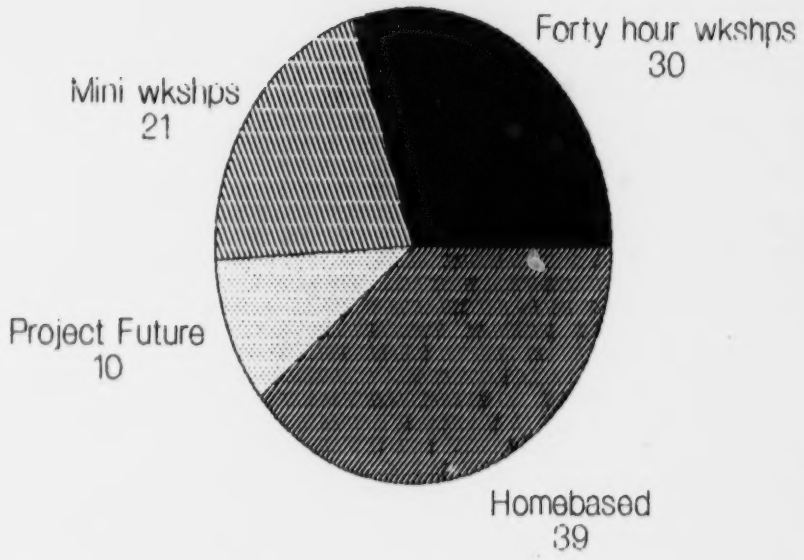
Step Forward needs to improve its follow-up on workshop participants. Most leave the workshop determined to begin working on their goals in training/education/employment, but many never actually begin. Many lose contact with the support group and the program. More effort should be placed on determining the obstacles preventing their continuance and searching for ways Step Forward can help individuals around these obstacles.

It is also recommended we make a greater effort to publicize our workshops in the more rural areas and increase representations from those counties farthest away from our homebase. The 215 participants in this year's program will be a helpful beginning point through which to publicize next year's program.

GRAPH #1

SPH - Total # of people served

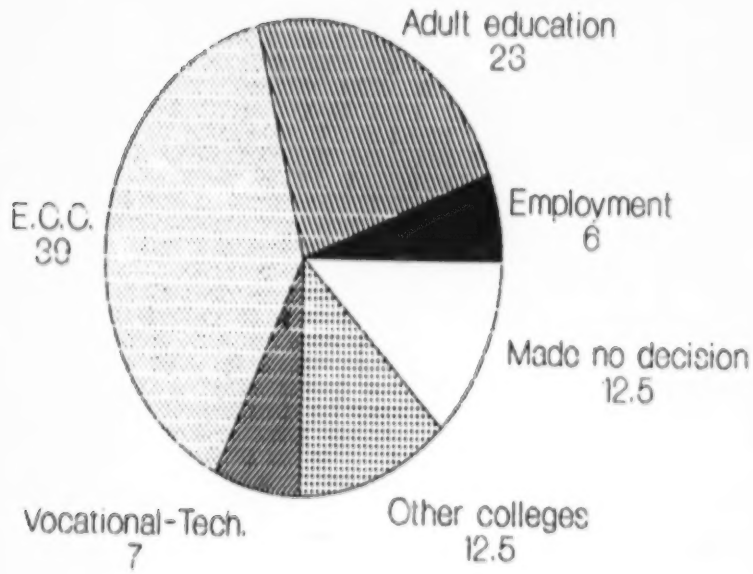
Numbers reflect %



GRAPH #2

Post-Workshop Plans

Numbers reflect %



Participants in each of the three 40-hour workshops were requested to fill out an evaluation form. (A copy of this form is included in this report.) These forms were filled out anonymously and the feedback was/is used when planning future workshops. All evaluation forms reported high ratings for the material, topics and speakers in each workshop. Below are some of the additional comments participants chose to add to their evaluations.

"No matter how far we go from here, we had set a goal to come, and we followed it up. I think we all feel great about that. We also proved that different women in different situations have so much in common and we are special."

"I really enjoyed this workshop. It was my first contact with the real world in quite some time. I isolate myself so much that it was helpful in that respect. I feel basically that the most helpful aspect of this workshop was the perspective I gained on my own inner workings. I know myself somewhat better. I also learned to put my situation into a better frame of reference."

"Although we are all very different people, it really helped to know that I'm not alone and I feel I have a new lease on life thanks to STEP FORWARD and all the people who came here. It was well worth the long drive everyday. Now I'm somebody and not just somebody's doormat!"

"Thank you so much. You make Career Connections so accessible and cover all the bases with child care and reimbursement for transportation. It has made a difference in my life and my future. I'm going to tell everyone I know."

"This workshop was more than I ever imagined it would be. It was probably two of the best spent weeks in my life. I learned a lot about life and other people. Thank you for these last two weeks."

"I've learned several different things that can help me in everyday life. It's also given me a better attitude toward job hunting."

"Aside from going to college, this workshop is the best thing I've ever done for myself."

"This is a terrific workshop and very beneficial to everyone. Keep up the good work!"

"This workshop truly has changed my life by enabling me to make life decisions and showing me how to accomplish my goals."

NOTE: This story was written by a participant in the Step Forward: Survival Skills for Single Parents and Homemakers Workshop. The workshop was sponsored by Career Connections (a cooperative effort between Vocational Education Region 5 and the Elizabethtown Community College) in October, 1989. She had also participated in the Reward Program at ECC.

Written by Jeanie Inboden

I am thirty-two years old. I have two wonderful children, ages ten and four. I graduated from high school fourteen and a half years ago. Now, after all these years, I finally have my chance to go to college and further my education.

For many years I had thought about the need for a college education and of being able to go, but I knew that financially I was not able to pay for college myself. It wasn't until I read an article in our local newspaper about a program called Reward which was offered at Elizabethtown Community College that I knew my hopes of being able to go to college might be realized. The Reward Program was targeted at single parents and homemakers to help us realize and achieve our goals for life, work and education. Upon calling about the program, I talked with Loretta Foster, an ECC instructor in charge of the program. She let me know the first meeting would be held in September. At that first meeting, I heard a wonderful presentation on developing the "I Can" attitude given by Diane Owsley, an instructor at ECC. Ms. Owsley, by the way, is my psychology teacher this semester.

After the meeting, Ms. Foster gave me information about how to apply for a financial aid grant for college. So I did apply and sent off the forms to be processed. In the meantime, I heard about a two-week workshop called Step Forward which was sponsored by Career Connections at ECC. The staff at Career Connections - Martha York, Chris Buzbee, Jim Brown and Nicki Clark - helped a lot.

Step Forward covered a variety of topics dealing with friends, family, work, school, support groups and provided career assessment and counseling. Through the program, I was able to meet many friends, teachers and counselors. It also gave me the chance to be on the ECC campus and get familiarized with the school and its operation. In the class, I also met the most wonderful people you could ever meet. We were all in there for one thing - to help us get a better sense of what we could do to achieve our hopes and dreams. While sharing our hopes, joys and sorrows, we all drew close together. We also exchanged information on the different avenues we could use to draw us closer to our goals.

During the second week of the workshop, I received my financial aid papers, and ECC told me I was eligible for the grant to be able to go to school. While talking with the people in the financial aid office, I found out that they had an opening in the work study program. This program is a form of financial aid to help students who need to work. What is so nice about this program is that I can work around my class schedule and other responsibilities. As soon as I knew that I could attend college, I went straight to the admissions office and registered for the next semester. My next step was to talk to a counselor about what classes I should take my first semester and what classes would be needed to complete my associate degree. In the counselors' office at ECC I was offered an opportunity to use the DISCOVER computer program. It took me through different areas of work fields and matched my interests with these careers. It gave me an idea of what kind of education, training and experiences I might need. Career Connections gave me a similar interest inventory which also helped me set educational goals.

Through Career Connections, I also learned about the Adult Learning Center in town. A teacher there administered the TABE test to let me know my skill levels in several areas. I did fine in all but one area, math; in this area, I needed a lot of help to get caught up. At the Learning Center, I also learned of an evening computer class that would help me improve my math skills, and I signed up for this, too.

About this time, I was scheduled to take the CPP at the college. This test is for students who have been out of school three or more years. I was sure to set my schedule so that I could take the test at the time it was scheduled. I could wait one semester after starting school, but I wanted everything taken care of before I enrolled. I also discovered that I could call in some of my classes to ensure my being able to get the classes I needed at the times I needed them so I could coordinate my work study job. After I knew which classes I was going to take and which teachers I would be having, I called the teachers at school and found out what books and materials I would need. I wanted to be ready for my classes.

One of the foremost things that I did to help prepare myself for going to school was to ask zillions of questions to whomever I thought would be able to give me any information that would help me be better prepared for college. The best way to prepare and ensure success in whatever you want to do in life is to start getting everything together as soon as possible. Then begin and focus on the future. And don't stop asking questions!

5/4/90

This story was written by a participant in the first STEP FORWARD Workshop, held October, 1989, by Career Connections at ECC.

by Rita Evans

Rita's Story

I received my divorce early in 1986. I really wished I had gone to college after high school. Suddenly, I found myself a single parent with two small children to raise.

I decided to go to college when my son was only one year old, so I took a reading class at Elizabethtown Community College for one semester. After I finished with that class, my son began to get sick a lot, and financially, I couldn't afford to go back to school.

Three years later I was working in a factory, still a single parent, and still had not furthered my education. Then I got laid off from my job, so things were looking worse. I started to think about going to the Vocational School in Elizabethtown. I needed to take a TABE test to get enrolled. I took the test and enrolled in the business and office program. I learned from a friend about the Pell Grant for financial aid, so I got the form and filled it out.

At the time, I was going one night a week to Parents Without Partners. That's where I heard about the STEP FORWARD Workshop to be held at ECC. I registered for the workshop and fixed my schedule so that I could attend. This workshop for single parents and homemakers was sponsored by Career Connections and was very interesting. In the workshop, we were given some tests on our skills and interests and abilities. I had scored high in the technical area and was interested in electronics. I tried to change from business and office to electronics at the Vocational School, but the class was filled, so I continued by courses in business and office. I had also enrolled in a short-term typing class at ECC.

Later, I learned about a short-term electronics class at the Vocational School. It was held two nights a week and on Saturday mornings. I thought this would be a good way to see if I would really be interested in electronics and provide me with a basic introduction to what it was all about. I really enjoyed the class, so I enrolled in another short-term class. I had 36 hours in DC and 36 hours in AC training. I tried to switch again to the regular electronics classes at the Vocational School. I talked with the counselor and the teacher. Everyone tried to help me and I switched into the electronics class, which is where I am now. I am still going to try to take the other three short-term

classes in electronics. I want to develop as many skills as I can.

I think the workshop and Career Connections helped me decide what I would like to do and showed me how to begin working toward my goals. I also have a part time job at the Vocational School. This helps out with finances and lets me put to use my clerical skills. I realize that I need to keep on working toward my goals. You just have to keep on trying!

6/15/90

This story was written by a participant in the first STEP FORWARD Workshop, held October, 1989, Career Connections at ECC.

by Sharon Riggs

Sharon's Story

Thanks, Career Connections! You helped make it possible for me to believe in myself, and I know now that nothing is impossible with the I CAN attitude. I am grateful to you, the Elizabethtown Community College and the Vocational Educational Region 5 office for presenting the STEP FORWARD workshop.

My name is Sharon. I've been married for almost 20 years, and I have an eleven-year-old son. Presently, I am a telephone operator for GTE, using computers to process the calls. I love it! I am 36 years old and know that no one should ever say they are too old to start a new career or look for a new job. You **can** succeed. I will tell you my story.

After I graduated from high school, I started working at age seventeen for the Fruit of the Loom Co. in Campbellsville. I worked as a seamstress in this factory, sewing on labels and T-shirt sleeves for fifteen years. I left this job when my family moved to Elizabethtown to be closer to my husband's job in Louisville. After being a full-time homemaker for a few years, I decided I wanted a more productive life. I felt like time was passing me by, and I wasn't moving with it. I wanted to join the work force. I love people, and I love to meet new people. I also thought about taking college courses, perhaps in computers.

My husband was used to my being home. He didn't like the thought of me returning to the job market. He would try to discourage me by telling me I didn't really want to go to school or that I couldn't do much. He was telling me to quit before I could even get started. I became more determined to prove to myself and to my husband that I could succeed at most anything. So I went shopping for a job!

GTE was the first application I filed. (That was many months before I came to Career Connections.) I took all the tests and was interviewed, but I was not hired then. I was disappointed, but I was still persistent about getting a job. I filled out applications at several stores in town, but never heard from any of these. I was beginning to feel discourage and think perhaps my husband was right after all.

I read in the newspaper about STEP FORWARD, which is a workshop for single parents and homemakers. It sounded great, and there was no charge for this workshop. I knew I

had to attend, but I really didn't want to go alone. I invited a friend who is a single parent, and we decided this workshop was for us, and we would go together.

During the workshop, Career Connections helped us with our resumes. It worked! The resume was professionally done and added that touch of class I needed to be noticed. Career Connections also taught us how to fill out an application and the importance of not leaving any lines blank. I began to fill out applications again and to leave my resume. The workshop had helped me believe in myself again and my self-esteem had improved. I was hired by Western Sizzlin the day I applied. A week later, a clothing store in the mall, Cato, called and asked me to work as a sales clerk. I enjoyed my job at Western Sizzlin, but retail sales was more appealing to me. It was wonderful to have a choice! Then I had another choice to make when GTE called and asked me to work for their company. This was thrilling for me because the position, salary and benefits are so good there. I accepted this job, and this is where I am today.

I learned from STEP FORWARD that you are only a failure if you never try. I have also learned a lot about myself. I set out and achieved my goals when I was repeatedly told I couldn't succeed. My husband is pleased now with my accomplishments. He knows now I can succeed at whatever I set out to do. He now believes in me. More important, I believe in myself. I hope one day to step forward again and take come college courses. It is never completely out of my mind, but right now things are looking up for me, and I am very happy with my life.

This is a letter written by a participant the third STEP FORWARD Workshop, which was held in Leitchfield, May 7-18, 1990.

May 18, 1990

Dear Career Connections,

I wanted to share with you the great asset that the two-week workshop in Leitchfield was to me.

I already had 24 hours at ECC before I started the workshop, but still didn't know what direction I was headed. I became tired of telling everyone, "I don't know what I want to be when I grow up." I'm 41 now. Ha!

After 8 days in the workshop and the career assessment, I knew definitely nursing was the career for me. I have an appointment on Monday with the director of the nursing program.

Just today, someone asked me when I will graduate from the program. I shared with them that I can't look that far ahead; it's too scary. I plan to take one semester at a time, and try to reach a number of small goals.

Once again, thanks for the help and for caring.

Sincerely,

Nancy LaRue

Step Forward 1989-90
Single Parent/Homemaker Project
Advisory Committee

Ms. Marie Nally
CKCAC Head Start Coordinator
332 Hood Ave.
Lebanon, KY 40033
769-3497

Ms. Odessa Smoot
CSBG Coordinator, Hardin Co.
Community Action
307 N. Mulberry
Elizabethtown, Ky 42701
737-3736

Mr. Norman Scott
Employment Counselor
Employment Services
229 N. Miles
Elizabethtown, KY 42701
737-6848

Ms. Ginger Dereksen
Social Worker
Communicare, Inc.
1311 N. Dixie
Elizabethtown, KY 42701
765-5145

Mr. Jim Brown
Career Connections, Director
Elizabethtown Community College
College Street Road
Elizabethtown, KY 42701
769-2371, ext. 402

Ms. Loretta Foster
Assistant Professor, Office. Admn.
Elizabethtown Community College
College Street Road
Elizabethtown, KY 42701
769-2371, ext. 320

Ms. Jonel Dunn
Counselor
Elizabethtown State Vocational Technical School
505 University Dr.
Elizabethtown, KY 42701
765-2104

Mr. C. A. Brown
Dept. of Social Services, Director
P.O. Box 39
Elizabethtown, Ky 42701
769-2381

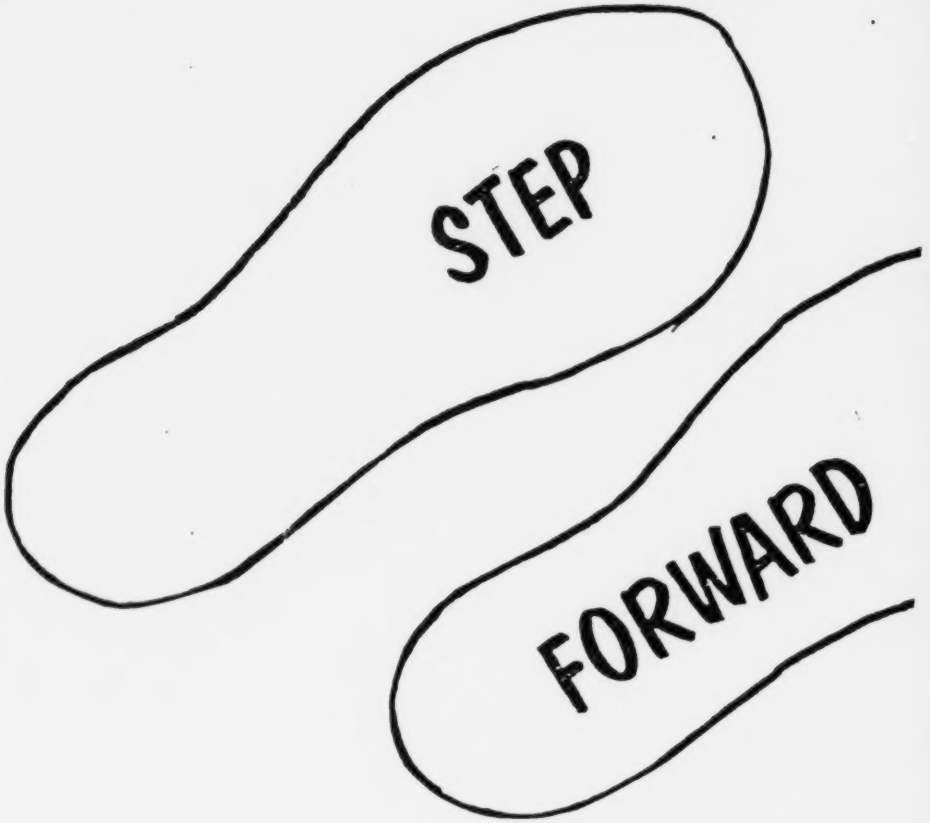
APPENDIX

REGISTRATION FORM

Please cut off this page and
mail by September 30,1989, to:

STEP FORWARD
Career Connections
ECC
College Street Rd.
Elizabethtown, KY 42701

:ingle Parent/Homemaker
:areer Connections
:lizabethtown Community College
:ollege Street Road
:lizabethtown, KY 42701



SURVIVAL SKILLS

FOR SINGLE PARENTS AND HOMEMAKERS

A Two-Week Workshop
Presented by CAREER CONNECTIONS

STEP FORWARD

SURVIVAL SKILLS FOR SINGLE PARENTS AND HOMEMAKERS
WORKSHOP presented by CAREER CONNECTIONS

WHEN: October 9-20,1989
8:30 AM -12:30 PM
(Mon. - Fri.)

WHERE: Elizabethtown
Community College
Science Building
Room 106

WHO ARE YOU? WHERE ARE YOU GOING? DO YOU BELIEVE YOU CAN GET THERE? YOU CAN. YOU CAN!

STEP FORWARD is a two-week workshop designed to help you understand yourself and set goals for your future. We will address topics and issues of concern to single parents and homemakers (male and female). Through presentations of several qualified teachers and counselors, we hope to increase your self-confidence and provide guidance to help you achieve your personal, educational, and career goals.

There is no charge for this workshop, but we want people who are committed to completing the two-week program. You will receive a certificate of completion and guidance for pursuing your goals.

YES, YOU CAN BELIEVE IN YOURSELF.

YOU CAN DO IT!

For more information, call Chris Buzbee at Career Connections: 769-2371, ext.422.

WORKSHOP SCHEDULE

Oct. 9 - Welcome and Introduction to STEP FORWARD
- ROLES AND PERSONAL IDENTITY
- DEVELOPING THE 'I CAN' ATTITUDE

Oct.10 - TIME MANAGEMENT/PRIORITIES
- DAYDREAMS & FANTASIES

Oct.11 - VALUES CLARIFICATION
- NONVERBAL COMMUNICATION
- PERSONALITIES ARE DIFFERENT

Oct.12 - STRESS MANAGEMENT
- ASSERTIVENESS TRAINING

Oct.13 - RESUME WRITING
- CAREER ASSESSMENT

Oct.16 - SUPPORT SYSTEMS
- DOMESTIC VIOLENCE
- VOCATIONAL/TECHNICAL PROGRAMS

Oct.17 - SUBSTANCE ABUSE AWARENESS
- SUPPORT GROUPS AVAILABLE
- ELIZABETHTOWN COMMUNITY COLLEGE PROGRAMS

Oct.18 - PERSONAL FINANCE MANAGEMENT
- SETTING AND ACHIEVING GOALS

Oct.19 - JOB READINESS SKILLS
- ENTREPRENEURSHIP

Oct.20 - PARENTING SKILLS
- YOU, YOUR CHILD AND YOUR SCHOOL

STEP FORWARD: SURVIVAL SKILLS FOR SINGLE PARENTS AND HOMEMAKERS

NAME _____ PHONE _____

ADDRESS _____

Check one: ___Single Homemaker ___Married Homemaker Number of children_____

Will you need childcare services? (no charge) _____ List children's names and ages:

_____

This workshop will take place Oct.9-20, 8:30 AM-12:30 PM. Are you able to attend all ten sessions? _____ If not, how many sessions? _____

You will be contacted before the workshop begins to confirm your registration. Those able to attend all sessions will be given priority. All graduates of the workshop will be awarded a certificate.

40 hr. workshop _____
Mini-workshop _____
Project Future _____
Career Conn. _____

SPH/STEP FORWARD
INTAKE FORM

_X_ Single Parent/Homemaker
_____ Displaced Homemaker
_____ Sex Equity
_____ JTPA
_____ Teenage Parent Program

_____
Date of Application

_____
Social Security Number

1. Name _____
Last First Middle
2. Address _____
3. City _____ 4. State _____ 5. Zipcode _____
6. Telephone-home _____ Work _____
7. Please give the name, address, and telephone number of a person who will know how to contact you _____

_____

8. Sex a. Female b. Male 9. Date of Birth ___/___/___

10. Race/Ethnicity
a. White
b. Black
c. Hispanic
d. Native American
e. Asian or Pacific Islander
f. Other

11. Total Number of Dependents of all ages _____
a. Number of Dependents Ages 0-5 _____
b. Number of Dependents Ages 6-18 ____
c. Number of Dependents Ages 19 + ____

15. Marital Status
a. Divorced
b. Separated
c. Widowed
d. Married, spouse disabled
e. Married, spouse long-term unemployed or dislocated
f. Single with children
g. Single without children
h. Married, spouse employed

16. Female head of household
a. yes b. no

17. Education

		DATE REC'D
a. 1-8 years	e. Associate Degree	_____
b. 9-11 years	f. Bachelor's degree	_____
c. High school graduate if yes, when _____	g. Master's degree	_____
	h. Voctional skills	_____
d. Post high school hours earned _____	i. Any other education type _____	_____

18. Skills training in the last 5 years
a. yes b. no

19. Current annual household cash income from all sources
   a. Less than $5000
   b. $5000-$10,000
   c. $10,000-$15,000
   d. $15,000-$20,000
   e. $20,000-$25,000
   f. $25,000 or more

20. Source of income (Circle all that apply.)
   a. Salary
   b. Spouse support
   c. Child Support
   d. AFDC
   e. Other public assistance, not AFDC
   f. Social Security
   g. Food Stamps
   h. Medicaid
   i. Other

21. Employment History
   a. Years spent as homemaker with no employment outside the home
      1. 0-1
      2. 2-5
      3. 6-10
      4. More than 10

   b. Years paid <u>parttime</u> employment
      1. 0-1
      2. 2-5
      3. 6-10
      4. More than 10

   c. Years paid <u>fulltime</u> employment
      1. 0-1
      2. 2-5
      3. 6-10
      4. More than 10

   d. Type of work DOT Code? _____
      a. Managerial/administrative
      b. Professional/technical
      c. Sales
      d. Clerical
      e. Skilled Trades/craft worker
      f. Operative
      g. Service worker/Military
      h. Have not worked outside the home

22. How did you hear about the program?
   a. Newspaper
   b. TV
   c. Radio
   d. Poster/brochure
   e. Friend/relative
   f. Social service agency/ Head Start
   g. Educational institution
   h. Other

23. Will you require assistance with child care needs?
   a. yes
   b. no

24. Will you require assistance with transportation needs?
   a. yes
   b. no

SPH/STEP FORWARD
OUTCOME FORM

Check which one applies:

X Single Parent/Homemaker	
_____Displaced Homemaker	
_____Sex Equity	
_____JTPA	
_____Teenage Parent Program	

Check appropriate column and write in date action recorded:

_____Outcome at termination_____
_____Outcome at completion _____
_____Outcome six months later _____
_____Outcome one year later_____
X End of the year status

Name _____
Last First Middle

1. Programs services/activities achieved (Circle all that apply.) *
   a. Orientation: STEP FORWARD Workshop
   b. Personal counseling
   c. Assessment and testing
   d. Career/educational counseling
   e. Life skills development
   f. Skills training
   g. Pre-employment preparation
   h. Supportive services
   i. Referrals
   j. Job development/placement
   k. Financial assistance (specify) childcare, transportation

* The letters on this form(from the policy manual)did not correspond to the letters/choices on the PCF computer form. Comparable choices were recorded.

2. Did the participant complete :

	yes	no
STEP FORWARD Workshop	Y	
Short term training - GED	Y	N
Other - explain	Y	N

The next questions apply to what the participant did AFTER completion or termination of SP/H or SB&S program.

***If you did not complete the workshop, Please explain why:_____

3. Entered employment? Y/N related to training_____ Not related to training___
   a. Job Category (DOT Code (omit)_____)
      a. Managerial/administrative
      b. Professional/technical
      c. Sales
      d. Clerical
      e. Skilled trades/craftworker
      f. Operative
      g. Service worker
   b. Hours employed: 1 fulltime 2. parttime
   c. Wage 1. Less than $3.35
      2. $3.35
      3. $3.36-$5.00
      4. $5.01-$6.00
      5. $6.01-$7.00
      6. More than $7.00
   d. Fringe Benefits (Circle all that apply.)
      1. None
      2. Health insurance
      3. Pension plan
      4. Life Insurance
      5. Disability insurance
      6. Other _____
   e. Could this job be considered nontraditional for this participant?
      yes____ no____

(Outcome form, p. 2)

4. Entered training/education? yes_____ no_____
   a. Type (Check all that apply.)
      a. Adult education (Literacy/GED)
      b. Vocational/technical
      c. JTPA
      d. Community college
      e. College/university
      f. Internship/volunteer
      g. Other_____
      h. continued educ. or upgrade educ. or cont. in high school studies
   b. Educational program
      a. Home economics
      b. Health occupations
      c. Business education
      d. Marketing/distributive ed
      e. Trade/industrial ed
      f. Agricultural education
      g. Technical education
      h. G.E.D./Adult Basic Educ./Literacy
      i. Remedial/developmental ed (colleg
      j. Academic education (teaching, counseling, other professional degrees)

5. Are you unemployed and looking for a job? Yes___ No ___ If so, what kind of employment are you seeking? _____
   Can we help you? _____

6. Are you unemployed and not looking for a job at this time? Yes ___ No ___

7. Anything else about your status that you would like to report? Do so . . .

Pre-inventory

SELF-ESTEEM EVALUATION

#1

Score as Follows: "0" If not true "2" If largely true
"1" If somewhat true "3" If true

Score		Statement or Present Condition or Action
_____	1.	I usually feel inferior to others.
_____	2.	I often feel inadequate to handle new situations.
_____	3.	I habitually condemn myself for my mistakes and shortcomings.
_____	4.	I have a driving need to prove my worth and excellence.
_____	5.	I am much concerned about what others think and say of me.
_____	6.	I have a strong need for recognition and approval.
_____	7.	Losing normally causes me to feel resentful and "less than".
_____	8.	I am prone to condemn others and often wish them punished.
_____	9.	I often defer to others on account of their wealth or prestige.
_____	10.	I am inclined to exaggerate and lie to maintain a self-image.
_____	11.	I tend to belittle my own talents, possessions and achievements.
_____	12.	I habitually deny, alibi, justify or rationalize my mistakes and defeats.
_____	13.	I am very often critical and belittling of others.
_____	14.	I feel very vulnerable to others' opinions, comments and attitudes.
_____	15.	I am a "professional people pleaser".
_____	16.	I am fearful of exposing my "real self".
_____	17.	I often blame others for my handicaps, problems and mistakes.
_____	18.	I am a compulsive "perfectionist".
_____	19.	I am often compulsive about eating, smoking, talking or drinking.
_____	20.	I often shun new endeavors because of fear of mistakes or failures.
_____	21.	I am often embarrassed by the actions of my family or friends.
_____	22.	I experience a strong need to defend my acts, opinions and beliefs.
_____	23.	I have an intense need for confirmation and agreement.
_____	24.	I customarily judge my self-worth by comparison with others.
_____	25.	I frequently boast about myself, my possessions and achievements.
_____	26.	I normally feel warm and happy toward myself.
_____	27.	I usually feel warm and friendly toward all I contact.
_____	28.	I am free of shame, blame, guilt and remorse.
_____	29.	I have great enjoyment and zest for living.
_____	30.	I can let others be "wrong" without attempting to correct them.
_____	31.	I am usually free of emotional turmoil, conflict and frustration.
_____	32.	I usually anticipate new endeavors with quiet confidence.
_____	33.	I normally do my own thinking and make my own decisions.
_____	34.	I willingly take responsibility for the consequences of my actions.
_____	35.	I am free to give precedence to my own needs and desires.

_____ 36. I am free to speak up for my own opinions and convictions.
_____ 37. I am usually poised and comfortable among strangers.
_____ 38. I am free to express love, anger, hostility, resentment, joy, etc.
_____ 39. I rarely experience jealously, envy or suspicion.
_____ 40. I am not prejudiced toward racial, ethnic or religious groups.
_____ 41. I am normally friendly, considerate and generous with others.
_____ 42. I rarely feel uncomfortable, lonely and isolated when alone.,
_____ 43. I accept compliments and gifts without embarrassment or obligation.
_____ 44. I am appreciative of others' achievements and ideas.
_____ 45. I make and keep friends without trying.
_____ 46. I readily admit my mistakes, shortcomings and defeats.
_____ 47. I take disagreement and refusal without feeling "put down" or rejected.
_____ 48. I am eagerly open to new ideas and proposals.
_____ 49. I am free to think any thoughts that come into my mind.
_____ 50. I accept my own authority and do as I, myself, see fit.

TO OBTAIN YOUR SELF ESTEEM INDEX:
Add the individual scores you recorded in items 26-50. Write your score____

Add the individual scores you recorded in items 1-25 and write it:_____

Now subtract your second total from your first score for your self-esteem index:_____

The possible range of one's Self-Esteem Index is from -75 to +75. Yours will fall somewhere in between. Do not be concerned about your SEI, no matter how low, or even negative. Remember your self-esteem simply is what IS, the automatic product of your heritage and total life experience; and thus nothing to be ashamed or embarrassed about. It is important, however, that you be honest with yourself in order to obtain as valid a score as possible. For this score is a beginning reference point in gauging your progress in building self-esteem. Also remember, that no matter how low your present SEI may be, you can bring it up to any desired level by conscientious effort.

You may find comfort in the fact that lack of sound self-esteem is practically a universal problem that varies only in degree. It is, however, often so well camouflaged by false fronts and other protective devices that only a trained observer can detect it.

Source: Barksdale Self-Esteem Evaluation
Barksdale Foundation
Idylleweld, California 92349

SELF-ESTEEM EVALUATION

Score as follows: "0" If not true
"1" If somewhat true
"2" If largely true
"3" If true

Score		Statement of Present Condition or Action
____	1.	I usually feel inferior to others.
____	2.	I normally feel warm and happy toward myself.
____	3.	I often feel inadequate to handle new situations
____	4.	I usually feel warm and friendly toward all I contact.
____	5.	I habitually condemn myself for my mistakes and shortcomings.
____	6.	I am free of shame, blame, guilt and remorse.
____	7.	I have a driving need to prove my worth and excellence.
____	8.	I have great enjoyment and zest for living.
____	9.	I am much concerned about what others think and say of me.
____	10.	I can let others be "wrong" without attempting to correct them.
____	11.	I have a strong need for recognition and approval.
____	12.	I am usually free of emotional turmoil, conflict and frustration.
____	13.	Losing normally causes me to feel resentful and "less than."
____	14.	I usually anticipate new endeavors with quiet confidence.
____	15.	I am prone to condemn others and often wish them punished.
____	16.	I normally do my own thinking and make my own decisions.
____	17.	I often defer to others on account of their wealth or prestige.
____	18.	I willingly take responsiblity for the consequences of my actions.
____	19.	I am inclined to exaggerate and lie to maintain a self-image.
____	20.	I am free to give precedence to my own needs and desires.
____	21.	I tend to belittle my own talents, possessions and achievements.
____	22.	I am free to speak up for my own opinions and convictions.
____	23.	I habitually deny, alibi, justify or rationalize my mistakes and defeats.
____	24.	I am usually poised and comfortable among strangers.
____	25.	I am very often critical and belittling of others.
____	26.	I am free to express love, anger, hostility, resentment, joy, etc.
____	27.	I feel very vulnerable to others' opinions, comments, and attitudes.
____	28.	I rarely experience jealously, envy or suspicion.
____	29.	I am a "professional people pleaser."
____	30.	I am not prejudiced toward racial, ethnic, or religious groups.
____	31.	I am fearful of exposing my "real self."
____	32.	I am normally friendly, considerate and generous with others.
____	33.	I often blame others for my handicaps, problems and mistakes
____	34.	I rarely feel uncomfortable, lonely and isolated when alone.
____	35.	I am a compulsive "perfectionist."
____	36.	I accept compliments and gifts without embarrassment or obligation.
____	37.	I am often compulsive about eating, smoking, talking or drinking.
____	38.	I am appreciative of others' achievements and ideas.
____	39.	I often shun new endeavors because of fear of mistakes or failures.
____	40.	I make and keep friends without trying.
____	41.	I am often embarrassed by the actions of my family or friends.
____	42.	I readily admit my mistakes, shortcomings and defeats.
____	43.	I experience a strong need to defend my acts, opinions, and beliefs.
____	44.	I take disagreement and refusal without feeling "put down" or rejected.

____ 45. I have an intense need for confirmation and agreement.
____ 46. I am eagerly open to new ideas and proposals.
____ 47. I customarily judge my self-worth by comparison with others.
____ 48. I am free to think any thoughts that come into my mind.
____ 49. I frequently boast about myself, my possessions and achievements.
____ 50. I accept my own authority and do as I, myself, see fit.

____ "SELF-ESTEEM INDEX"

TO OBTAIN YOUR SELF-ESTEEM INDEX: Add the individual scores of all even numbered statements (i.e. Nos. 2, 4, 6, 8, etc.). From this total subtract the sum of the individual scores of all odd numbered statements (i.e. Nos. 1, 3, 5, 7, etc.). This net score is your current Self-Esteem Index, or SEI. For example: If the sum of all the individual scores of the even numbered statements is 37 and the sum of all the individual scores of the odd numbered statements is 62, your SEI is 37-62 or a minus 25. The possible range of one's Self-Esteem Index is from -75 to +75. Yours will fall somewhere in between. Do not be concerned about your SEI, no matter how low, or even negative. Remember your self-esteem simply is what IS, the automatic product of your heritage and total life experience; and thus nothing to be ashamed or embarrassed about. It is important, however, that you be honest with yourself in order to obtain as valid a score as possible. For this score is a beginning reference point in gauging your progress in building self-esteem. Also remember, that no matter how low your present SEI may be, you can bring it up to any desired level by conscientious effort.

You may find comfort in the fact that lack of sound self-esteem is practically a universal problem that varies only in degree. It is, however, often so well camouflaged by false fronts and other protective devices that only a trained observer can detect it.

Source: **Barksdale Self-Esteem Evaluation**
Barksdale Foundation
Idylleweld, California 92349

STEP FORWARD: Survival Skills for Single Parents & Homemakers
Career Connections

EVALUATION FORM

Please rate each workshop presentation using the numbers below. Do not rate the presenter's performance, but how helpful this presentation or activity was to you.

1 - not helpful at all
2 - somewhat helpful
3 - very helpful
4 - I missed this session

_____1. Roles and personal identity/making collages
_____2. Developing the "I Can" attitude (D. Owsley)
_____3. Personal finance (R. Routt)
_____4. Values clarification/Nonverbal communication (M. Coyle)
_____5. Resume/job skills readiness (M. York)
_____6. Parenting skills (M. York)
_____7. Film: "What Do You Really Want for your Children?"
_____8. FILM: "How to be a No-Limit Person"

(Assessment Inventories)

_____9. Myers-Briggs Personality Type Inventory
_____10. CAPS: Abilities Inventory
_____11. JOB-O: Interest Inventory
_____12. Entrepreneurship Inventory
_____13. Time management/setting priorities (S. Holman)
_____14. Stress management/assertiveness training (G. Dereksen)
_____15. Substance abuse awareness (C. Downey)
_____16. Considering a non-traditional occupation (film & discussion)
_____17. Vocational Technical School programs/tour/information
_____18. Elizabethtown Community College programs/tour/information
_____19. St. Catherine College progrms/information
_____20. You, Your Child and Your School (J. Brown)
_____21. Setting realistic goals and achieving goals (handouts)
_____22. Individual career counseling

23. Do you feel your self-esteem rose as a result of your participation in this workshop? _____ yes _____no

24. What was the most helpful or relevant part of this workshop?

25. What was the least helpful or relevant part of this workshop?

26. Can you think of something important that we should have included in this workshop that would be relevant to the single parent or homemaker? Explain.

27. Write any additional comments.